

**AR HIE PROJECT  
IN-KIND TIME REPORT  
(non-meeting hours only)**

**To:** Ray Scott, AR HIE Finance Workgroup

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RE:** In-Kind Hours for AR HIE Project

In order to account for in-kind hours spent on the HIE Project, please complete this form and return to Ray Scott at [RScott2@uams.edu](mailto:RScott2@uams.edu) or fax to 501-526-2252. **ALL REPORT FORMS MUST BE RETURNED BY THE LAST DAY OF EACH MONTH!**

Please complete one form for each non-meeting activity you spend time on for the HIE Project. DO NOT INCLUDE time spent in Task Force, Work Group or Executive Committee meetings.

**Date/hours of activity:** \_\_\_\_\_

**Total number of hours worked:** \_\_\_\_\_

**Description of Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**My employer is:**    ☐ State of Arkansas    ☐ Federal    ☐ Private/Other

By my signature below, I certify that I performed volunteer services on the date and for the hours listed above.

Signature: \_\_\_\_\_